

Learning Sessions

20 One-Liners | How to Change JAIIB Exam Centre: Step-by-Step Process, Rules & Deadlin

IIBF - Revision - How to Change JAIIB Exam Centre: Step-by-Step Process, Rules & Deadlin

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20 One-Liners to Remember

Quick-fire facts for last-minute revision.

- 1 IIBF allows a JAIIB exam centre change only for a valid reason such as transfer, training, or deputation.**
Personal preference or convenience is not accepted as a reason for a centre change.
- 2 A JAIIB centre-change request must reach IIBF at least 45 days before the exam start date.**
IIBF has stated that requests received within 45 days of the exam will not be entertained.
- 3 Candidates should always confirm the exact JAIIB centre-change deadline on the latest official IIBF notification.**
Cut-off windows can vary slightly across different exam cycles.
- 4 A JAIIB centre-change request must include employer-authenticated proof, such as a transfer order.**
IIBF does not accept a self-declaration alone as sufficient proof.
- 5 JAIIB centre-change requests are typically submitted by email to IIBF or via the official link IIBF provides.**
Informal or verbal requests are not accepted as a valid submission channel.

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- 6 A revised JAIIB admit card after an approved centre change is usually issued about one week before the exam.**

It is sent to the candidate's registered email and made available on the IIBF login.

- 7 IIBF advises JAIIB candidates to select the exam centre nearest to their current workplace at registration.**

This is the standing instruction IIBF gives, provided a centre exists at that location.

- 8 If no JAIIB centre exists at a candidate's location, IIBF advises choosing the nearest available centre.**

This is the fallback guidance given in the standing centre-selection instructions.

- 9 Providing wrong information at JAIIB registration can lead IIBF to cancel a candidate's registration.**

Accuracy at the registration stage is treated as important by IIBF.

- 10 IIBF can close a JAIIB exam centre that has too few registered candidates.**

Affected candidates are then reassigned to the nearest available centre.

- 11 JAIIB centre allotment works on a first-come, first-served basis subject to seat availability.**

This is why early registration helps candidates secure their preferred centre.

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- 12 To change a JAIIB exam centre online, a candidate logs in using their membership number and a captcha code.**

This login step precedes locating the centre-change option on the IIBF site.

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- 13 Qualifying reasons for a JAIIB centre change include transfer, training assignment, or deputation to another posting.**

IIBF may also independently accept any other reason it deems valid.

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- 14 A JAIIB centre-change request without employer authentication is generally treated as incomplete.**

Proper proof from the employer is a core requirement of the process.

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- 15 A JAIIB candidate should keep a copy of the centre-change request and any acknowledgement received from IIBF.**

This record helps if there is a dispute or delay in processing.

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- 16 The revised JAIIB admit card should be checked for name, photo, venue, and reporting time before the exam.**

Verifying these details helps avoid problems at the exam centre on the day.

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- 17 A candidate must carry a valid photo ID along with the admit card on JAIIB exam day.**

This is a standard identity-verification requirement at the exam centre.

- 18 Applying too late is described as the most common reason JAIIB centre-change requests get rejected.**

Missing the 45-day window disqualifies an otherwise valid request.

- 19 A JAIIB exam centre venue is confirmed on the admit card once it is issued.**

The admit card is the authoritative document showing the final allotted venue.

- 20 IIBF is the body responsible for conducting the JAIIB examination in India.**

IIBF sets the rules for registration, centre allotment, and centre-change requests.

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